



Town of Arlington

Planning Commission Land Disturbance Permit Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Name of Subdivision/Site Plan: _____ Zoned: _____
 Location: _____
 Owner of Record: _____
 Owner Address: _____
 Daytime Phone: _____ Fax Number: _____
 E-mail Address: _____

Engineer/Designer Contact: _____
 Company Name: _____
 Mailing Address: _____
 Daytime Phone: _____ Fax Number: _____
 E-mail Address: _____

Instructions for Submitting an Application:

- Fee Schedule: \$500.00 + \$20.00 per acre
 Make checks payable to the Town of Arlington
- Attached is a Site Plan Checklist of required items. *All items must be addressed or the application may be deemed incomplete and returned to the applicant.*
- A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the first and third Monday of each month. Please call the Planning Department to schedule.

OFFICE USE ONLY
Date Received: _____
Amount: _____
Fee Receipt #: _____

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638

Planning Commission Land Disturbance Permit Application

This checklist is provided as a courtesy to aid in the preparation of a site plan. It is not meant to replace the Town of Arlington Zoning Ordinance.

Preliminary Submittal for Review by Staff:

- Application Fee
- Submit five (5) sets** of complete application package including Site Plan and Land Disturbance Permit application forms with checklist and all items specified on the checklist. All drawings must be the required scale, folded and all items submitted in sets for distribution to Staff for review.

Revised Submittal For Presentation To Commission:

- Once all revisions have been made, **submit fourteen (14) sets** of complete application package including Site Plan and Land Disturbance Permit application forms with checklist and all items specified on the checklist. All drawings must be folded and all items submitted in sets for distribution to Commission Members. Final Staff Comments and the meeting agenda will be emailed to applicant(s) the Wednesday prior to the meeting date.
- Provide one (1) digital copy on a CD of all drawings submitted in JPEG format. Other formats are not acceptable.

Note: Any decision that is appealed from the Planning Commission to the Board of Mayor and Aldermen will result in a \$300.00 fee. Also, any request to defer where public notice has already been provided or to defer within seven (7) days prior to a meeting will result in a \$200.00 fee.

Checklist

- All drawings must be drawn to scale not less than one inch equals one hundred feet (1" = 100')
- A written narrative shall be provided which includes:
 - a brief description of the nature and purpose of the land disturbing activity and the amount of grading involved
 - a description of the existing topography, vegetation, and drainage
 - a description of the neighboring areas such as streams, lakes, residential areas, roads, etc., that may be affected by the land disturbance
 - a brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture, and soil structure
 - a description of areas of the site which have potentially serious erosion problems
 - a description of the methods which will be used to control erosion and sedimentation on the site
 - a brief description, including specifications, of how the site will be stabilized after construction is completed

- the plan must address if development of the site will result in increased peak rates of runoff, flooding or channel degradation downstream and determine what considerations should be given to stormwater control structures on the site
- a schedule of regular inspections and repair of erosion and sediment control structures shall be set forth
- any calculations made for the design of such items as sediment basins, diversions, waterways, and calculations for runoff and stormwater detention basin design

The plans submitted should contain the following:

- a vicinity map showing the location of the site in relation to the surrounding area
- the direction of north in relation to the site
- certification as to the accuracy of the plan by a licensed architect or engineer licensed to practice in the State of Tennessee
- Certificate of Survey by a registered land surveyor licensed to practice in the State of Tennessee
- existing and proposed topography of the ground and paved areas and elevations in relation to mean sea level of streets, alleys, utilities, sanitary and storm sewers, buildings, and structures. Topography to be shown by illustration two (2') contours and by spot elevation where necessary to indicate flat areas
- areas with potentially serious erosion problems
- the dividing lines and the direction of flow for the different drainage areas
- Limits of Clearing and Grading: areas which are to be cleared and graded should be outlined on a map
- Detail Drawings: any structural practices indicated on the plan should be explained and illustrated with detail drawings
- the existing tree lines, grassy areas, and/or unique vegetation
- a tree survey showing the location, species, and size of all trees on the site, as well as a notation of those that are proposed to remain and those proposed to be removed
- the boundaries of the different soil types

The erosion and sediment control plans shall contain all elements and conform to all requirements as stated in Section 6.4 of the Zoning Ordinance pertaining to Land Disturbances. TDEC Storm Water Pollution Prevention Plan (SWPPP) shall be provided when required.

Tree Preservation Plan to show:

- All existing trees eight (8) inches in diameter and greater at a point 4-1/2 feet above ground level
- Note all trees to be removed by marking with an "X"
- Indicate size and species of all trees noted

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It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.
2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Planning Commission Agenda.
3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.
4. By signing this document, the applicant and owner accept the above conditions.

Copy and use additional pages if necessary

APPLICANT:	OWNER: (if different from applicant - if same, note "same") <i>*Owner information is required</i>
If an Entity:	If an Entity:
Name of Entity:	Name of Entity:
By (Signature):	By (Signature):
Print Name:	Print Name:
Title:	Title:
If an Individual(s):	If an Individual(s):
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature:

Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application (“Applicant”) is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: _____

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application (“Owner and Lessee”) is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: _____

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____

3. Not for Profit Entities: If the applicant submitting the Application (“Applicant”) is a not for profit entity, the authorized representative of the Applicant must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Applicant: _____

President or Equivalent
Chief Executive Officer: _____

Members of the Board of Directors of the Applicant:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

4. Not for Profit Entities: If the owner and lessee of the land which is the subject of this Application (“Owner and Lessee”) is a not for profit entity, the authorized representative of the Owner and Lessee must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Owner and Lessee: _____

President or Equivalent
Chief Executive Officer: _____

Members of the Board of Directors of the Owner and Lessee:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____